

TITLE I TARGETING PROCESS STEPS INVOLVED

- ☐ Collect poverty data from both public and private school buildings within the district. **April**
- ☐ Title I estimated allocations posted on the Department of Public Instruction website at <https://www.nd.gov/dpi/SchoolStaff/fiscal/Allocations/> **April**
- ☐ Determine district reservation amounts. **April**
- ☐ Electronically complete and input targeting parts 1-5 (Targeting Report) on the State Automated Reporting System (STARS). DO NOT CLICK ON SUBMIT! **April/May**
- ☐ School district personnel will not click on "SUBMIT" until the entire Title I section of the consolidated application has been approved by the Office of Federal Title Programs. If you click submit, your report will be locked and you will not be able to make any further changes.
- ☐ When you have finished inputting parts 1-5 (Targeting Report) on the STARS, email and inform Shauna Greff at sfgreff@nd.gov in the Office of Federal Title Programs. **April/May**
- ☐ The Office of Federal Title Programs calculates a preliminary targeting spreadsheet for each district. **April/May**
- ☐ Districts receive preliminary spreadsheet via email. If acceptable, initial in the box indicating acceptance and fax to the Office of Federal Title Programs. If changes are needed, describe in detail and submit, or contact the Office of Federal Title Programs. **April/May**
- ☐ **The district needs to provide all Title I buildings with their estimated building budgets. May**
- ☐ Title I building principals and staff determine how Title I funds and parent involvement set asides are going to be used in their building. The intent is for individual schools to build a budget that meets the needs of their particular school. The building descriptions should be individualized to reflect the initiatives within each building.
- ☐ Final Title I allocations are generated and posted. **May/June**
- ☐ When final allocations have been determined, the Office of Federal Title Programs will generate a final targeting spreadsheet and email a copy to the Title I authorized representative. If acceptable, initial the box indicating acceptance and fax to the Office of Federal Title Programs. **June/July**
- ☐ District personnel need to collect budget and narrative information from all Title I buildings. All Title I buildings must submit a signed budget page and narrative forms to appropriate district personnel. **District personnel will input authorized activities for each Title I building on the STARS in addition to inputting the district activities.** The budgeted amounts for activities at each building will automatically drop into the appropriate column on the Title I budget page of the consolidated application. **May-August**
- ☐ When the final financial report has been processed and the Title I carryover amount has been determined per email from Shauna Greff, complete **Appendix A** and submit it to the Office of Federal Title Programs, incorporating carryover funds into the targeting process. **July-August**
- ☐ Office of Federal Title Programs generates carryover spreadsheet and disseminates to districts. **July-August**
- ☐ Please note that if the district inputted data into the consolidated application before the final allocations and final carryover amounts were determined, then adjustments must be made to ensure that building information matches the information on the final targeting spreadsheets. **August**
- ☐ Districts submit consolidated applications for federal Title funding for the 2016-2017 school year. **August**
- ☐ The Department of Public Instruction approves consolidated applications for federal Title funding for the 2016-2017 school year. **August-September-October**
- ☐ Final Title I building allocations, which include carryover amounts, are computed by the Office of Federal Title Programs and a chart (Form B) is created. These final charts are mailed to all Title I buildings by the Office of Federal Title Programs. When school districts receive Form B from the Office of Federal Title Programs, the Title I targeting process is complete. **September-October**